



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Job Description

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| Job Title: | Administrative Specialist | Requisition # 2016-06 |
| Division: | Risk Management and Vendor Services | |
| Reports To: | Director - Risk Management and Vendor Services | |
| Grade Level: FLSA | 12 | |
| Salary: | \$32,500 - \$42,000 | |
| Status: | Non-Exempt <input checked="" type="checkbox"/> | |
| Employment Status: | Full Time <input checked="" type="checkbox"/> | |

Job Summary

Performs program support for the efficient performance of both the Risk Management and Vendor Services and Real Estate Services Divisions. Assists the Directors in coordinating the workflow of each unit and has overall responsibility for the administrative tasks assigned to both Divisions. Handles detailed projects, including conducting research, preparing reports, spreadsheets, correspondence and presentations, and ensures deadlines are met in a timely fashion. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Process incoming mail by date stamping, logging in items, and distributing to appropriate staff. Handles outgoing mail, including Federal Express and UPS packages.
2. Coordinate the Prequalified Vendor expiry notification process and the transfer of Prequalification applications to NJ State Police, including mailing of letters, maintaining a follow up system and updating of the tracking spreadsheet and database.
3. Create, maintain and update Word, Excel and Access documents.
4. Answer phones professionally and provide information to callers or route calls to appropriate person/division, if required. Respond to inquiries, explain policies and procedures and independently resolve problems whenever feasible.
5. Support professional staff in preparing invoice requisitions.
6. Create files, when appropriate, and maintain extensive filing systems online and paper files supporting diverse functions within Risk Management, Vendor Services and Real Estate Divisions. Utilize electronic archive system to inventory; track and retrieve off-site file storage.
7. Maintain Directors' calendars, including the acceptance and creation of meetings, follow up systems, and staff attendance.
8. Perform miscellaneous duties as assigned.

Required Skills and Abilities

1. Must be able to maintain confidentiality and interact effectively and diplomatically with business professionals, government officials, as well as SDA staff.
2. Must have outstanding customer service skills with ability to effectively communicate (both written and verbal); follow oral or written directions; function effectively under pressure, and adhere to strict deadlines.

3. Must possess strong time management and organization skills with an emphasis on detail and accuracy.
4. Must be able to multi-task in a diverse environment, have diligent follow-up skills and maintain a sense of urgency in responding to vendors.
5. Demonstrated proficiency in Microsoft Office Suite applications and possess the ability to keyboard a minimum of 45 WPM.

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| Required Education and Experience |
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1. High School diploma with formal administrative training preferred
2. Minimum three to five years of experience in a business office

Physical Demands

Minimal

Certificates and Licenses Required

Not required